

STATE OF CONNECTICUT - COUNTY OF TOLLAND **INCORPORATED 1786**

TOWN OF ELLINGTON

JAMES M. PRICHARD Deputy First Selectman

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SARAH D. COOK

AMAPADAVID E. STAVENS ENALD F. STOMBERG

TEL 860-870-3100

DIANE H. MCKEEGAN JOHN W. TURNER **ELLINGTON TOWN CLERK**

LORI L. SPIELMAN First Selectman

> **BOARD OF SELECTMEN** Monday, February 11, 2019 Town Hall Meeting Hall

MINUTES

FAX 860-870-3402

Lori Spielman, James Prichard, John Turner, David Stavens, Ronald SELECTMEN PRESENT:

Stomberg, Melinda Ferry

SELECTMEN ABSENT:

Sarah Cook

OTHERS PRESENT:

Felicia LaPlante, Acting Finance Officer/Treasurer; Timothy Seitz, Crystal Lake Fire Department Chief; Joy Hollister, Director of Human Services; Diane Lasher-Penti, Youth Services Director; Susan Phillips, Library Director; John Halloran, Library Board of Trustees Chairman; Sgt. Brian Santa, Resident State Troopers' Supervisor; LouAnn

Cannella, Executive Assistant/Website & Social Media

Coordinator/Acting Human Resources Coordinator; Tom Palshaw, Bob

Smith

I. CALL TO ORDER

The Board of Selectmen (BOS) meeting was called to order at 7:09 P.M. by First Selectman Spielman.

- II. PLEDGE OF ALLEGIANCE
- III. CITIZENS' FORUM (Non agenda items): No citizens came forward
- IV. APPROVAL OF MINUTES
 - A. January 14, 2019 Board of Selectmen Regular Meeting

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED (AYE: PRICHARD, TURNER, STOMBERG, FERRY; ABSTAIN: STAVENS) TO APPROVE THE MINUTES OF THE JANUARY 14, 2019 BOARD OF SELECTMEN REGULAR MEETING AS AMENDED BY SARAH COOK.

B. January 22, 2019 Board of Selectmen Special Meeting

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 22, 2019 BOARD OF SELECTMEN SPECIAL MEETING.

C. January 28, 2019 Board of Selectman Capital Improvements Deliberation

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 28, 2019 BOARD OF SELECTMEN CAPITAL IMPROVEMENTS DELIBERATIONS MEETING.

V. UNFINISHED BUSINESS:

A. Ad Hoc Committee for the Preservation of the Pinney House – Request for Good to Great Grant Program – 2nd Request

Ms. Spielman was notified on February 8, 2019 that the Town was awarded this grant. The BOS had made it clear that they were not in favor of this when it was addressed at the September 10, 2019 Board of Selectmen meeting. The BOS had asked the Ad Hoc Committee for the Preservation of the Pinney House for a plan of how the inside of the Pinney House would be finished, including plumbing and electrical. Nothing was submitted in response. Chairman Gerry Gillung had intended to be in attendance tonight, but was unable to be present. The Town would be responsible for 25% (\$37,500) if this grant is accepted.

Ms. Spielman said that, even if there was available money, there is no stated goal. The inside of the building is gutted and the foundation is bad. Water is seeping in around the rocks.

Tom Palshaw (120 Pinney Street) stated that he reviewed the guidelines put forward by the State for this project, and he has six concerns. (1) The project must be completed in two years, but the project is not yet defined. (2) The cash match commitment must be confirmed by December 31, 2018, which was not done. (3) They are not sure what the standards and guidelines are for this project. (4) A project timeline must be proposed, and there is none. (5) Architectural drawings must be provided, and there are none. (6) A temporary lien will be placed on the Town if they take this money. How much is that lien for? Mr. Palshaw said that there are too many questions for this project to be approved at this time.

Felicia LaPlante, Acting Finance Officer/Treasurer, stated that there is not any budgeted funding available for this project right now. Ms. Spielman said that there is no direction. Even if an architect is hired, there still needs to be direction. Mr. Prichard commented that the State is broke, yet providing this money.

Mr. Turner noted that the deadline for the project was December 31, 2018. Maybe the group thought that in the last few days of December the money would appear. Mr. Stomberg pointed out that there is still no direction and no one from the Committee is present at the BOS meeting in support of the project. The BOS told the Committee at the September meeting to provide further information, but nothing had been provided.

Mr. Turner agreed that it would be foolish to fund this project when there is no plan in place.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAFFIRM THE BOARD OF SELECTMEN'S MOTION MADE ON SEPTEMBER 10, 2018 WHICH FAILED TO SUPPORT THE AD HOC COMMITTEE FOR THE PRESERVATION OF THE PINNEY HOUSE'S APPLICATION TO THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT OFFICES OF CULTURE AND TOURISM "GOOD TO GREAT GRANT PROGRAM" IN THE AMOUNT OF \$150,000, DUE TO THE KNOWLEDGE THAT ACCEPTANCE OF THE GRANT WOULD OBLIGATE THE TOWN OF ELLINGTON TO FUND A 25% CASH MATCH OF \$37,500. FURTHER, THE BOARD OF SELECTMEN DOES NOT ACCEPT THE GRANT, WHICH HAS NOW

BEEN AWARDED TO THE TOWN, DUE TO THE ADDITIONAL FUNDS (25%) THE TOWN WOULD BE REQUIRED TO ALLOCATE AND THE BOARD OF SELECTMEN'S INITIAL INSTRUCTION TO NOT APPLY FOR THIS GRANT, BASED ON THIS OBLIGATION WHICH THE TOWN CANNOT FUND AT THIS TIME.

VI. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$32,227.64 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ ABATEMENT STATEMENT FOR THE MONTH OF FEBRUARY, 2019. [ATTACHED]

B. Re-establish Ad Hoc Emergency Services Committee

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC EMERGENCY SERVICES COMMITTEE FOR ONE YEAR TO FEBRUARY 29, 2020.

C. Crystal Lake Fire Department - Chief Timothy Seitz

Timothy Seitz, the new Crystal Lake Fire Department Chief, introduced himself. He has been with the Crystal Lake Fire Department (CLFD) for sixteen years, since he was a junior firefighter. He is a full-time firefighter and EMT in Hebron. He left his business card with the members of the BOS.

- D. Human Services/Youth Services Department Approve Job Descriptions and Authorize to Fill
 - 1. Youth Services Program Coordinator

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE JOB DESCRIPTION FOR THE YOUTH SERVICES PROGRAM COORDINATOR AND RECLASSIFY THIS POSITION FROM FULL TIME 35 HOURS TO PART-TIME 25 HOURS.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE NEW PART-TIME YOUTH SERVICES PROGRAM COORDINATOR POSITION, AS RECOMMENDED BY THE HUMAN SERVICES DIRECTOR.

Joy Hollister, Director of Human Services, explained that she is requesting approval of the proposed job descriptions and permission to fill the positions. The Youth Services Program Coordinator position has taken on extra responsibilities because the Youth Services Director, Diane Lasher-Penti, has taken on unfunded mandated responsibility from the Connecticut Judicial system dealing with juvenile issues. Ms. Lasher-Penti has taken on more responsibilities and delegated more to the Youth Services Coordinator, and that means this person is now working outside of her job description. With revamping the needs of the department, it was discussed that an Assistant Director could take on some of the overflow responsibilities. The Program Coordinator would go from full-time to part-time, and have some responsibilities removed. These changes are subject to any collective bargaining requirements.

Ms. Ferry asked Ms. Hollister to confirm that the budget is down 2.57%. Ms. Hollister said no additional funds will be expended out of Human Services for these positions this fiscal year.

Mr. Turner asked if the State of Connecticut Judicial system passed this unfunded mandate to the all of the towns. Mr. Turner asked what the recourse is if someone continues to have issues. Diane

Lasher-Penti, Youth Services Director, said that if crimes are committed by the juveniles they will be arrested. Previously, children that show signs of high-risk behaviors would be referred to juvenile court. As they are not criminals, they are now being sent to Youth Services. The courts want this behavior to be prevented from continuing in the future. The preventative method is being put on Youth Services to develop. The State had originally stated that additional case managers would be assigned to the Towns, but the funding disappeared and the program remained.

Mr. Turner expressed his discontent with this program. He asked about the training and background of the people that will be supervising and working this program. Ms. Lasher-Penti stated that she has a Master's Degree in Family Therapy and she is a Licensed Marriage and Family Therapist (LMFT). She will take some of her other responsibilities and assign them to the Assistant Director.

Mr. Stomberg said everything fits into the budget this year, but asked what will happen next year. Ms. Hollister stated that the projected budget for next year leaves Human Services with a negative of 2.57% because of other things they have done.

2. Youth Services Assistant Director

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE NEW JOB DESCRIPTION FOR THE YOUTH SERVICES ASSISTANT DIRECTOR FULL TIME 35 HOUR PER WEEK POSITION, AS RECOMMENDED BY THE HUMAN SERVICES DIRECTOR.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE NEW FULL-TIME YOUTH SERVICES ASSISTANT DIRECTOR POSITION, AS RECOMMENDED BY THE HUMAN SERVICES DIRECTOR.

E. Update Position Description - Crew Chief Grounds

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE JOB DESCRIPTION FOR THE DEPARTMENT OF PUBLIC WORKS CREW CHIEF – GROUNDS, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

F. Authorization to Fill DPW Full Time - Crew Chief Grounds

No motion was made.

G. Authorization to Fill Finance Officer/Treasurer

Ms. Spielman said that they have several good candidates and are working to review the applications. She has arranged a panel to conduct the interview process and expects that interviews will begin within the next couple of weeks.

H. Consideration of Acquisition – 99 Main Street for Hall Memorial Library

Ms. Spielman stated that this property is available for sale and it would be in the best interest of the Town to purchase it for the future of the Hall Memorial Library. The first choice is to keep the house, which allows for the addition of seven parking spaces. If the house is eliminated, eighteen parking spaces could be added for Library parking. The last option allowed for the house to remain with a gain of five parking spaces.

The BOS discussed the setback on the property. Mr. Stomberg asked what they would do with the house if they kept it. Ms. Spielman said that they can keep it, renovate it, or rent it. Mr. Stavens said that the Library really needs the parking. Susan Phillips, Library Director, stated that the Library

desperately needs parking spaces, and not just on days that there are big events. If there are meetings, people have to park across the street. St. Luke's Church has been very generous in allowing Library patrons to park there, but crossing the street is not safe. John Halloran, Library Board of Trustees Chairman, said that there are a lot of meeting nights that people are unable to park. There has to be another way to engineer this to get more spaces. Even with removing the house, the setbacks are a big issue. It would be wonderful for the Library to have additional parking. Mr. Stavens said that if they could get a variance on the setback, it would net thirteen spaces instead of five. Ms. Phillips said that this property will sell quickly. It would be a shame for the Town to lose it.

Mr. Turner stated that he has some reservations of renting out this property and putting the Town in the position of being a landlord. In addition, with the age of the house, there may be issues with lead and asbestos whether they rent or tear down the property. If they choose to purchase the house, they might be able to recoup some of the costs by selling the adjacent land to the landowner next door who wants a little more land. Ms. Spielman asked if they would be interested in selling the parcel to the gentleman next door who wants a straight property line. Mr. Stavens said maybe if it would fit in without effecting some of the parking.

Ms. Phillips said that it could be another twenty years before such an opportunity comes up again. Mr. Stomberg said that it is a shame to dig into the real estate part of Town. The whole center is going to become municipal enterprises. Mr. Prichard pointed out that nine houses have been torn down in the center of Ellington since 1985. They need the space, but that is a lot of houses.

Mr. Stomberg asked if it's possible for people to parallel park along the street. Sgt. Brian Santa, Resident State Troopers' Supervisor said that is not possible as it is a State road.

Mr. Turner asked if there is money available for this type of purchase. Ms. LaPlante said that there is money in the unassigned balance fund. Ms. Spielman said that this property is a high priority. Mr. Stomberg said that he would hate to see the house go down. He asked if there is anything the Library could use the house for. Ms. Ferry said she would like to see them keep the house and keep as many spaces as possible, and also sell the slice of property, if possible.

Ms. Hollister suggested using the house as a Town Office; having Youth Services next to the Library would be great. Mr. Stomberg said right now it is not up to code for commercial use.

Mr. Turner suggested pursuing the next step without making a commitment to purchase the property. Ms. Spielman said that she would like to know if the BOS is interested in pursuing this before she goes forward to the next step. She will contact the Town Attorney and go through the proper process.

Mr. Stomberg said that he is in favor of this if we leave the house for now. He would like to apply for a variance on the setback so as much of the property as possible is utilized. He asked if there is a sewer. The property has a septic tank. Ms. Spielman said that there are plans to redo the sidewalks and extend the sewer. Mr. Stavens stated that the sewer would be extended down Main Street, per the last WPCA meeting.

Bob Smith (3 Wells Road) urged the BOS not to pass up on this opportunity and he encouraged them to put together a plan. If it works, they can do what they need to do. If not, the property can be resold. They can purchase this at the right, non-inflated price and then think about what they want to do. The opportunity will not come again. The center of Ellington is very tight and this is an opportunity that won't be seen again for twenty or more years. He stated that he would hate to see the Town miss out on that.

Ms. Ferry asked if there is a consensus that they will not look at demolishing the house right away, and asked if that should be a part of the motion. LouAnn Cannella, Executive Assistant/Website & Social Media Coordinator/Acting Human Resources Coordinator, said that the motion is not authorizing the demolition, but requested that Mr. Webb provide the cost of demolition, should that be determined in the future. Ms. Spielman stated that they would look into everything and find out what the land is worth, and what it would generate if it was rented. Mr. Turner asked that she also look at the obligations for interventions prior to renting.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED THAT THE BOARD OF SELECTMEN RECOMMENDS THAT THE TOWN OF ELLINGTON PURSUE THE ACQUISITION OF A PARCEL OF LAND KNOWN AS THE 99 MAIN STREET PROPERTY IN ELLINGTON, AKA ASSESSOR'S LOT #063-016-0000, CONSISTING OF APPROXIMATELY 0.76 ACRES, AND THE BUILDINGS AND IMPROVEMENTS THEREON AND APPURTENANCES THERETO.

FURTHER RESOLVED THAT THE BOARD OF SELECTMEN REQUESTS THAT THE DIRECTOR OF PUBLIC WORKS PROVIDE INFORMATION REGARDING THE ESTIMATED COSTS RELATED TO THE DEMOLITION OF BUILDINGS LOCATED ON THE SUBJECT PROPERTY.

FURTHER RESOLVED, TO REFER THE ABOVE-NOTED PROPOSAL TO THE TOWN ATTORNEY TO PREPARE AN OPTION TO PURCHASE AGREEMENT FOR REVIEW BY THE BOARD OF SELECTMEN.

1. Policy: Barking Dogs [Draft] - Referral to Town Policies Committee

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REFER TO THE BOS TOWN POLICIES COMMITTEE THE PROPOSED POLICY REGARDING BARKING DOGS FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

Ms. Ferry asked why this is going from the Ordinance Committee to the Policies Committee. Ms. Cannella stated that the Town Ordinance Committee members decided to send this to the Town Policies Committee because the members were provided with a sample of a policy adopted by the Town of Vernon and apparently this policy is working for that town.

Sgt. Santa reiterated that the Town Ordinance Committee is looking at something that Vernon has in place, and they were referred to the Policy Committee because that was what was done in Vernon. Mr. Turner, Town Ordinance Committee member, stated that the Committee felt that the Vernon sample may fit the needs of the Town. This refers to what the Animal Control Officer (ACO) can do in response as far as citations.

Sgt. Santa stated that the State ACO that covers Ellington's territory recommended that this goes to a three-strike system versus a four-strike system. Mr. Turner asked Ms. Cannella to provide the information from the State ACO for the Town Policy Committee meeting on February 19, 2019.

Mr. Turner stated that they are tentatively using Vernon's format. If this is adopted, they will meet with the ACOs to make sure they understand their responsibilities. This has to go to the Town Policies Committee first. Ms. Ferry asked if Ms. Spielman has had a chance to meet with the ACOs yet and Ms. Spielman said that she has not yet met with them.

J. Policy: Naming Town Buildings/Facilities Application [Draft] – Referral to Town Policies Committee

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REFER TO THE BOS TOWN POLICIES COMMITTEE THE PROPOSED APPLICATION FOR NAMING TOWN BUILDINGS/FACILITIES FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

If anyone wanted to name a building or facility after someone it would have to go to the Policies Committee and the BOS.

Mr. Turner asked why this is back, since they had discussed not doing this in the past. Ms. Cannella said that in 2017 the BOS approved this change to the policy under special circumstances. This draft application needs to be approved by the BOS so that something is in place should it be requested. The BOS makes final decisions regarding naming of buildings.

VII. ADMINISTRATIVE REPORTS

- A. Building Department
- B. Emergency Services
 - 1. Resident State Troopers' Office
 - 2. Ellington Volunteer Ambulance Corps
 - 3. Ellington Volunteer Fire Department
 - 4. Crystal Lake Fire Department
 - 5. Emergency Management Director
- C. Fire Marshal
- D. Hall Memorial Library
- E. Tax & Revenue Collector
- F. Town Planner
- G. Finance Department
- H. Human Services

VIII. SELECTMEN COMMITTEE REPORTS

- A. Personnel Committee:
 - 1. Resignations
 - 2. Appointments

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT GARY T. FELDMAN, SR., ROBERT EDWARDS, PETER HANY, SR., JACK RICH II AND JOSEPH PALOMBIZIO TO THE AD HOC EMERGENCY SERVICES COMMITTEE TO SERVE ONE-YEAR TERMS ENDING FEBRUARY 29, 2020.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT TIMOTHY SEITZ TO THE AD HOC EMERGENCY SERVICES COMMITTEE TO SERVE A ONE-YEAR TERM ENDING FEBRUARY 29, 2020.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT LAURIE BURSTEIN TO THE CONSERVATION COMMISSION TO COMPLETE AN UNEXPIRED TERM ENDING MARCH 31, 2020.

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT WANDA DELAND AS LAND RECORDS INSPECTOR TO COMPLETE AN UNEXPIRED TERM ENDING DECEMBER 31, 2019.

- 3. First Selectman's Salary Review: FY 2019-2020
 - a) Exempt Salary Range Review Position E-8 First Selectman

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO CHANGE THE SALARY RANGE FOR THE FIRST SELECTMAN'S POSITION (LEVEL E-8) AS FOLLOWS: MINIMUM RANGE \$77,613, MIDPOINT RANGE \$92,538 AND MAXIMUM RANGE \$107,463.

b) **EXECUTIVE SESSION**: For the purpose of discussing personnel performance.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 8:15 PM FOR THE PURPOSE OF DISCUSSING PERSONNEL PERFORMANCE TO INCLUDE LOUANN CANNELLA.

Present: BOS Members, Ms. Cannella

THE BOS CAME OUT OF EXECUTIVE SESSION AT 8:25 PM.

c) Set Annual Salary for the First Selectman

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO SET AN ANNUAL SALARY FOR THE FIRST SELECTMAN IN THE AMOUNT OF \$92,498 FOR FISCAL YEAR 2019-2020.

IX. SELECTMEN LIAISON REPORTS

X. FIRST SELECTMAN'S REPORT

- A. New Hires
 - Devan Dove, EMT/Ambulance Driver
- B. Resignations
 - Meaghan Maguire, BOS Recording Secretary
- C. Retirements
 - Marie Sauve, Human Resources Coordinator/Executive Assistant
 - Jon Godek, Crew Chief Grounds
- D. Other

Ms. Spielman stated that the Town worked with CGI Communications to produce short one-minute videos to promote the Town of Ellington. She showed the BOS videos that were put together including a Welcome; Ellington Public Schools; Economic Development and Parks and Recreation. These will be added to the website and the Town's social media sites. CGI Communications is soliciting advertisements from local businesses to cover the cost of producing these videos. The videos are free to the Town regardless of CGI's success in obtaining advertisers. Ms. Spielman said that she put this off for a year because she didn't want to put the businesses in the position to be solicited from twice since they are being very supporting of the Town's Ellington Connection newsletter. Advertisements sold for the newsletter save the Town money on production and printing. This publication goes to every household. She added that she was very upfront with CGI regarding the fact that the Town solicits businesses to pay for the newsletter, and they may find it difficult to get advertisers for the videos.

Ms. Spielman said that she was able to purchase a 75-inch TV for \$1,700 instead of replacing a projector and screen for over \$2,000. The new TV in the Town Hall Meeting Hall will be used by all who make presentations.

- XI. CORRESPONDENCE: There was none.
- XII. ADJOURNMENT

MOVED (PRICHARD), SECONDED (STAVENS) TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT $8:40\ P.M.$

Submitted by

Approved by

Meaghan Maguire Recording Secretary Lori Spielman First Selectman

| TAX COLLECTOR'S REFUNDS/ABATEMENTS | | | | VI.A |
|--|-----------------------------|--|--|--|
| FEBRUARY, 2019 PERSON/CORPORATION REFUNDS | MV/PERS.PROP REAL ESTATE | YEAR | TAX/ASSESSOR REQUESTING DEPT | . REASON FOR |
| SAR ER CASTICITONE BERNARD | ΔM | 2017 | ASSESSOR | VEH SOLD 12/26/18 |
| \$387.28 CLOUTIER DANIEL | MV | 2017 | ASSESSOR | VEH SOLD 12/3/17 |
| \$1,703.41 CORELOGIC (FARLEY/MOORE) | # # | 2017 | TAX COLLECTOR | OVER PAYMENT |
| \$6,907.12 CORELOGIC (QUATROCELLI) | RE | 2017 | TAX COLLECTOR | OVERPAYMENT |
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